

Tom: There may be discrepancies between this & what Weinberg wrote for WSW. Check & change so that the best of two alternatives offered is accepted by yourself. Program Director Broome.

Productions Department

Purposes:

1. Public affairs productions make the station a respected voice in Connecticut and New Haven.
2. Productions give the station a public voice by enabling WYBC to point out important issues and views that should be known concerning Yale, New Haven, Connecticut, the United States and the world.
3. Productions (especially Talk of the Town) reflect listener opinion.
4. Productions may help to change, reshape or clarify public opinion.
5. Besides the educational type of production, productions provide a vehicle for creative entertainment.
6. Therefore productions serve one or a combination of three purposes: education, information and entertainment.

Relationship To The News Dept:

As of January 1968 the production and news depts. became a co-ordinated unit. However, both are to retain their distinctive personalities. The benefit of this system is that:

1. A better exchange of information, ideas and material that is used by both depts. will result. This will also eliminate wasteful duplication of material at the expense of time and money.
2. It will allow people to gain experience in both areas as well as providing a larger manpower force from which each area may draw in time of need.

Role Of The Productions Director:

Although this system is such that the members of this co-ordinated unit are responsible to both directors, the *Productions* Director is solely responsible to the Program Director. In this way both depts. can retain their individuality. The duties of the Production Director are:

1. To determine type of permanent one half hour productions i.e. their content in terms of purpose, with the approval of the Program Director.

Production Department

Functions:

1. Public Affairs Production makes the station a respected voice in Connecticut and New Haven.
2. Production gives the station a public voice by enabling it to point out important issues and areas that should be known concerning state, New Haven, Connecticut, the United States and the world.
3. Production (especially Talk of the Town) reflects listener opinion.
4. Production may help to change, reform or clarify public opinion.
5. Besides the educational type of production, Production provides a vehicle for creative entertainment.
6. Therefore Production serves one of a combination of three purposes: education, information and entertainment.

Relationship to the News Dept:

As of January 1968 the production and news departments are co-ordinated units. However, both are to retain their distinctive personalities. The benefit of this system is that:

1. A better exchange of information, ideas and material that is used by both departments will result. This will also eliminate wasteful duplication of material at the expense of time and money.
2. It will allow people to gain experience in both areas as well as providing a career pathway from which each area may draw its staff of talent.

Role of the Production Director:

Although this position is a new one, the duties of this co-ordinated unit are responsibilities to the Director. The Director is solely responsible to the Board of Directors. In this way both areas can retain their individuality. The duties of the Production Director are:

1. To determine type of program and half hour production.
- 1.1. Staff content in terms of subject, with the approval of the Program Director.

2. To assign the topic of a particular production or, if warranted, the content itself. He also approves any topics suggested by a member as the subject for a production. He is likewise in charge of the heeler productions.
3. To organize and co-ordinate productions with the advice of the News Director.
4. To maintain a permanent file of all productions taped by WYBC with the exception of the sports productions. Sports productions (such as press box) are not the responsibility of the Productions Director.

Procedure:

Tape for a production may be obtained from Productions or News Director. It is of course an advantage to conduct interviews at the station in studio 3 for better quality control. However, when this is inconvenient the portable 602 should be used. For a short interview the Uher is acceptable. From the technical aspect all completed productions should conform to WYBC's high air standards. The editing, writing, etc. of a production can only be learned through EXPERIENCE. Completed tapes should be labeled with:

1. The Title
2. Program on which to be used
3. Date of program
4. Subject of production
5. Exact length of air time the production tape will run.

All of these productions must be filed with the other productions after being aired. This is the duty of the supe. However, the producer of the tape must place the tape in the day drawer for the day it is to be played.

Airing Taped Productions:

1. Cue tape on 351 or 602
2. Patch output into a remote
3. At 8:29:50 give station ID
4. At 8:30:00 start programs intro cart (if any) or tape. If there is a theme fade down theme on cart and start tape. Length of time theme is played depends on the length of the Tape
5. Have everything timed so that outro cart (if any) or tape is back timed to end at 8:59:50 for station ID

To ensure the quality of a particular production, it is recommended that the producer be also responsible for the selection of the material to be used in the production. He is also responsible for the selection of the material to be used in the production.

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Enclosed

There is a production which is of a high standard. It is of course an advantage to control the quality of the production. It is of course an advantage to control the quality of the production. It is of course an advantage to control the quality of the production.

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At the end of the production

1. One tape on 351 or 505
2. Label on the tape
3. At 8:00:00 the tape is to be played
4. At 8:00:00 the tape is to be played
5. At 8:00:00 the tape is to be played
6. At 8:00:00 the tape is to be played
7. At 8:00:00 the tape is to be played
8. At 8:00:00 the tape is to be played
9. At 8:00:00 the tape is to be played
10. At 8:00:00 the tape is to be played